

**IDAHO PUBLIC WORKS CONTRACTORS
LICENSE BOARD MEETING**

Monday – October 6, 2008 – 9:30 am

**Division of Building Safety
Board Conference Room
1090 East Watertower Street
Meridian, ID 83642**

***DRAFT MINUTES OF THE OCTOBER 6, 2008 MEETING**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Acting Chairman John Sheldon at 9:30 a.m. on Monday, October 6, 2008.

Board Members Present:

John Sheldon
Dick Anderson
Ken Worst
Alan Smith
Jerry Peterson
Steffani Lippert

DBS Staff Present:

Kelly Pearce, Administrator
Steve Keys, Deputy Administrator, Operations
Janice Foster, Deputy Administrator, Administration
Patrick Grace, Deputy Attorney General
Kirk Weiskircher, Financial Specialist, Principal
Jean Frenette, PWCL Bureau Chief
Bill Hatch, Public Information Officer
Ron Crouch, OSG Program Supervisor
Heather Carr, Outreach Advisor
Renee Bryant, Administrative Assistant 2
Brandee Pasborg, Office Specialist 2

Board Members Absent:

Torry McAlvain

In the absence of Chairman Torry McAlvain, John Sheldon served as Acting Chairman at this meeting.

♦ **Open Forum**

No items were addressed.

♦ **Approval of the October 6, 2008 Agenda**

MOTION: Jerry Peterson made a motion to approve the October 6, 2008 Agenda. Steffani Lippert seconded. All in favor, motion carried.

♦ **Approval of the July 7, 2008 Board Meeting Minutes**

MOTION: Steffani Lippert made a motion to approve the July 7, 2008 Meeting Minutes. Jerry Peterson seconded. All in favor, motion carried.

♦ **Schedule 2009 Meetings**

The following 2009 PWCL Board meeting dates were suggested: January 5th (Monday), April 6th (Monday), July 6th (Monday) and October 5th (Monday). The meetings will commence at 9:30 a.m. (MT) at the Division of Building Safety's Meridian office.

MOTION: Steffani Lippert made a motion to accept the 2008 PWCL Board meeting dates. Ken Worst seconded. All in favor, motion carried.

◆ **Unlimited License (Provisions of Rule)**

DBS submitted rulemaking to the Legislature. The rulemaking is administrative in nature; cleaning up sections of the IDAPA rules to account for the new Unlimited license.

MOTION: Dick Anderson made a motion to approve the proposed rulemaking submitted by DBS; amending various sections of the PWCL IDAPA rules to account for the new Unlimited license. Steffani Lippert seconded. All in favor, motion carried.

◆ **3rd Party Guarantor Agreement (Changes/Updates)**

As requested by the Board, Patrick Grace reviewed the 3rd Party Guarantor Agreement rule. The Agreement is between a licensee and a third party. The third party agrees to assume financial responsibility for public works obligations if the licensee is unable to fulfill those requirements. The Agreement is optional and the Division is not bound by it.

After a brief discussion, the Board decided statutory changes were not required; leaving the Agreement in its present condition.

◆ **Bureau Chief's Report**

In the last quarter Public Works issued 1,199 licenses (159 originals and 1,040 renewal upgrades), renewed 30 CM licenses and processed 165 Unlimited licenses.

There are 14 open files pending payment or response. The most common violations are unlicensed subcontractors and bidding out of class.

Fifty-two individuals took the new exam for license categories C and up. Of the 52 applicants, 22 passed on their first attempt.

ACTION: Jean Frenette to take the CM and Contractor exams; reporting his results at the January 5, 2009 Board meeting.

ACTION: For the January 5, 2009 meeting, Jean Frenette to provide demography of the Unlimited license applicants.

◆ **Administrator's Report**

Financial Report – The Financial Report has been moved from the “Consent Agenda” to the “Administrator's Report”. This enables DBS staff to explain the report in detail without requiring a vote of approval by the Board.

Kirk Weiskircher reviewed Public Work's Financial Report. Topics addressed were: Month-End Cash Balance, FY 09 Revenue vs. Expenditures, FY 06-09 Expenditures and FY06-09 Revenue.

Agency Savings – The Division's Purchasing Agent has renegotiated with their cellular account; cutting back on air-time usage. This will be a Division-wide cost savings of approximately \$1,000.00 a month.

Fuel Efficient Vehicles – Inspection areas that do not necessitate four-wheel-drive trucks have been replaced with Ford Focus and Ford Fusion cars.

Economy – In July Administrator Pearce traveled through 11 jurisdictions in Eastern Idaho, meeting with city and county official. Areas thriving are: Bonneville County (nuclear plant); Bannock County/Pocatello (windmill structures, solar energy plant, and community near Inkom); and Bear Lake County/Montpelier (modular plant, and ski resort with 3500 housing units, commercial area and 600 slip marina).

In the Teton Valley/Driggs area production has come to a halt on the development of 33 golf courses with large home communities.

Public Works Projects – Administrator Pearce has inquired and discussed public works projects at two cabinet meetings. A package titled “Buy Now” has been presented to the Governor by the Homebuilders Association. The concept for “Buy Now” is to encourage the purchase of real estate.

CAS – Tina Smith presented a brief report on the functions CAS will provide to the Public Works industry. Testing to begin in a couple of weeks. Any board member interested in viewing/testing the system has been asked to contact Jean Frenette.

MOTION: Jerry Peterson made a motion to adjourn the meeting. Dick Anderson seconded. All in favor. Meeting adjourned at 10:43 a.m.

JOHN SHELDON, ACTING CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*** These DRAFT minutes are subject to possible correction and final approval by the State of Idaho Public Works Contractors License Board.**